

**Personnel Committee  
Monday, March 18, 2013  
Conference Room B, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Deputy Mayor), Paul Shapiro

Other Council Members Present: Mayor Paterson, David Freudmann

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager

The meeting was called to order at 6:30 pm.

**1. PUBLIC COMMENT**

Linda Savage, Mansfield. Ms. Savage offered the opinion that if the Town decides to offer counseling services, not just case management, the senior services social worker and Human Services Director should be licensed.

April Holinko, Middle Turnpike Road. Ms. Holinko spoke on behalf of the Commission on Aging and its concern that staff has not met with them yet for feedback.

**2. MINUTES**

The minutes of February 25, 2013 were moved by Shapiro and seconded by Moran. The minutes were approved unanimously as presented.

**3. HUMAN SERVICES OPEN POSITIONS**

Human Services open positions were discussed. Staff was directed by the Committee to meet with a number of Committees supported by the Human Services Department to obtain feedback on service needs of their constituent groups.

Timing of recruitments was discussed. Staff was directed to hold off on filling open vacancies until data is gathered, analyzed, and discussed. The data will be used to help determine level and type of service provided by the Department. Types of data desired: number of clients served, age ranges of clients served, referral v. counseling needs of clients, other client needs, etc. The Committee wants to ensure services provided by the Department compliment, not duplicate services provided in the area by other organizations. Staff will bring data back to the Committee as well as recommendations regarding the pending recruitments.

The meeting adjourned at 7:15 pm.

Respectfully submitted,  
Matthew W. Hart, Town Manager and Maria E. Capriola, Assistant Town Manager  
Town of Mansfield